

Agency Name				ENERGY AUDIT CHECKLIST
Job Number				
Agency EA Name				
Agency EA Review Date	Agency QCI Review Date	State QCI Review Date	Agency QCI Name	
			State QCI Name	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Clients	Comments or Notes (if needed)
			Number of occupants matches number documented living in home.	
			Dwelling type correct	
			Dwelling age correct	
			Primary and Secondary fuel types correct	
			Number of bedrooms match ASHRAE	
			Appropriate educational material and equipment documentation was provided to Client.	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Audit Information	Comments or Notes (if needed)
			Correct cost libraries selected	
			Conditioned number of stories correct	
			Conditioned square feet correct	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Walls	Comments or Notes (if needed)
			N-S and E-W walls square feet match and are reasonable.	
			Existing wall components and insulation levels match field data collection	
			Correct "added insulation" type selected	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Windows	Comments or Notes (if needed)

			Existing window components and orientation matches field data collection	
			Reasonable exterior shading and leakiness values selected	
			Window dimensions match field data collection	
			Windows modeled for replacement meet program specifications and documentation provided	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Doors	Comments or Notes (if needed)
			Existing door components and cardinal direction match field data collection.	
			Reasonable storm door condition and leakiness is selected; orientations match field data collection.	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Unfinished Attics	Comments or Notes (if needed)
			Is actual attic(s) square footage equal to foundation square footage?	
			Existing attic(s) components and insulation levels match field data collection.	
			Correct "added insulation" type selected	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Finished Attics	Comments or Notes (if needed)
			Is actual attic(s) square footage equal to foundation square footage?	
			Existing attic(s) components and insulation levels match field data collection.	
			Correct "added insulation" type selected.	
			All four components of a finished attic are modeled unless field data indicates otherwise.	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Foundations	Comments or Notes (if needed)
			Foundation(s) square footage is reasonable for overall building dimensions.	

			Existing foundation(s) components and insulation levels match field data collection.	
			Correct foundation type selected	
			Correct "added insulation" type selected	
			Proper foundation type selected	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Uninsulated Floors	Comments or Notes (if needed)
			Floor square footage correct	
			Components and insulation levels match	
			Correct "added insulation" type selected	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Cooling	Comments or Notes (if needed)
			All cooling systems (Primary & Secondary) are accounted for and part of the model.	
			Cooling systems are appropriately designated as Primary and Secondary.	
			Cooling replacement systems meet "at risk" definition.	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Heating	Comments or Notes (if needed)
			All heating systems (Primary & Secondary) are accounted for and part of the model.	
			Heating systems are appropriately designated as Primary and Secondary.	
			Fule fired, unvented secondary heating systems have a ANSI Z21.11.2 label. Secondary electric space heaters have a UL label.	
			Existing heating system testing, fuel, condition and location match field data collection.	

			Replacement system information is accurate (AFUE, Cost, etc.)	
			If secondary heating systems present, "heat supplied" breakdown is reasonable.	
			All model #s and manufacturers are recorded.	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Ducts and Infiltration	Comments or Notes (if needed)
			"Before Wx" CFM50 reading matches field data collection.	
			"After Wx" CFM50 target reasonable	
			Infiltration reduction cost reasonable	
			Before WX Duct CFM25 reading match field data collection (total leakage and leakage to outside).	
			After WX Duct CFM25 reading match field data collection (total leakage and leakage to outside).	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Water Heating	Comments or Notes (if needed)
			Existing equipment information, fuel, and location match field data collection.	
			Replacement water heater selected is correct model. Correct fuel selected.	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Refrigerators	Comments or Notes (if needed)
			Existing equipment information and location match field data collection.	
			Replacement refrigerator selected is correct size, and model number is entered.	
			Replacement model kwh/yr rating is equal to or less than than what which was modeled.	
Agency EA (Y/N)	Agency QCI (Y/N)	State QCI (Y/N)	Misc. Measures	Comments or Notes (if needed)
			All repairs modeled are reasonable and justified.	
			All Health and Safety Issues (e.g. user defined measures) match field data collection.	

			All H&S measures modeled are allowable per CAA Manual Requirement 307.	
			All identified costs (CFL/LED bulbs, flow restrictors, etc.) are entered.	